

DOCUMENT RESUME

ED 068 745

AC 012 815

TITLE Personnel Management Training Center: Course
Schedule, Fiscal Year 1973..
INSTITUTION Civil Service Commission, Washington, D.C. Bureau of
Training.
PUB DATE 72
NOTE 8p..
EDRS PRICE MF-\$0.65 HC-\$3.29
DESCRIPTORS Adult Development; *Adult Education; Bulletins;
*Catalogs; *Educational Programs; *Employees;
Interagency Planning; Program Descriptions
IDENTIFIERS Equal Employment Opportunity Training Institute;
Upward Mobility

ABSTRACT

The Personnel Management Training Center's Course
Schedule for Fiscal Year 1973 lists all courses available to
government employees. Interagency training programs include courses
in employee relations, counseling, personnel management, and
instructor training. Courses are also offered by the Equal Employment
Opportunity Training Institute, and Upward Mobility courses are
available. Each entry lists the course, dates given, and the tuition.
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Personnel Management Training Center



AC 012 815

COURSE SCHEDULE

Fiscal Year 1973



**UNITED STATES CIVIL SERVICE COMMISSION
BUREAU OF TRAINING
PERSONNEL MANAGEMENT TRAINING CENTER**

ELIGIBILITY

Courses are open to all full-time employees of U.S. Government Departments and Agencies and the District of Columbia. Employees of State and Local governmental entities are eligible to attend under the same conditions as Federal participants. Members of foreign governments may arrange for attendance through the U.S. State Department. Under existing legislation, private citizens are not eligible for training under these programs.

NOMINATIONS

Nominations should be submitted to:

*Personnel Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D. C. 20415*

Phone: AC 202, 632-5636

*Equal Employment Opportunity
Training Institute
Personnel Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D. C. 20415*

Phone: AC 202, 632-9772

Federal agencies use Optional Form 37. State and Local governments may submit a letter from an authorized official including the following information:

*Title and date of course,
Name, salary (or other indication of responsibility level), address,
position title, and brief description of duties of nominee, and
Office to which bill should be forwarded.*

ADDITIONAL INFORMATION

Deadline dates for receipt of nominations, grade level restrictions, and dates for confirmation of acceptances will be listed in individual announcements which will reach agencies six weeks before the course.



**UNITED STATES CIVIL SERVICE COMMISSION
BUREAU OF TRAINING
PERSONNEL MANAGEMENT TRAINING CENTER**

FISCAL YEAR 1973

COURSE	DATES	COST
Administering the Alcoholism Program	July 24-27 October 30- November 2 April 2-5	\$120
Advanced Employee Development	April 2-4	\$105
Advanced Employee Relations	January 17-19	\$105
Advanced Position Classification	September 25-29 April 9-13	\$145
Advanced Staffing and Placement	October 18-20 May 16-18	\$105
Adverse Actions	July 12-14 November 13-15 March 21-23	\$105
Appeals and Grievance Examiners Course	September 12-15 December 12-15 May 22-25	\$120
Basic Employee Development	August 7-11 February 5-9	\$145
Basic Employee Relations	October 16-20 April 23-27	\$145

Basic Staffing and Placement	July 10-14 October 2-6 January 15-19 April 9-13 June 11-15	\$145
Counseling the Troubled Employee: Alcoholism, Drug Abuse and the Emotionally Disturbed	August 21-25 February 5-9 June 18-22	\$145
Demonstration Workshop in Videotape Techniques	November 1-3 May 9-11	\$105
Employee Relations Assistant Function	August 7-9 March 7-9	\$105
Instructional Methods Workshop	June 6-8	\$105
Instructor Training	November 6-17 May 14-15	\$190
Introduction to Personnel Management	August 28- September 1 January 8-12 April 16-20	\$145
Management Development: Principles and Methods	January 15-17	\$105
Manager's Role in Occupational Mental Health	January 8-10	\$105
Manpower Planning and Requirements	November 22-24	\$105
Medical Aspects of Alcoholism	October 2-4 April 30-May 2	\$105

Personnel Assessment and Selection	September 20-22 March 7-9	\$105
Personnel Interviewing and Counseling	October 24-27 February 6-9 May 22-25	\$120
Personnel Management Evaluation Techniques	January 22-26	\$145
Personnel Management for Personnel Assistants	July 19-21 November 22-24 January 31- February 2 May 2-4	\$105
Personnel Management for Personnel Specialists	September 5-8 and October 11-13 February 13-16 And March 28-30	\$190
Personnel Management for Supervisors	September 6-8 December 6-8 February 21-23 May 30-June 1	\$105
Personnel Staffing Assistant Function	August 7-9-11 November 6-8-10 December 11-13-15 January 29-31- February 2 April 2-4-6 June 25-27-29	\$105
Position Classification and the Management Process	July 31-August 4 October 16-20 December 11-15 February 12-16 April 23-27 June 18-22	\$145

Position Classification for Managers and Supervisors	January 10-12	\$105
Position Management	September 13-15 March 12-14	\$105
Pre-Retirement Planning Institute for Agency Advisors	September 25-27	\$105
Psychology and the Management of Human Resources	August 16-18 March 14-16	\$105
Programmed Instruction: Applications for Government Training	December 6-8	\$105
Seminars in Alcoholism and Drug Abuse Programming	September 20- October 25-November 22- December 20-January 17- February 21-March 21- April 18-May 16-June 13	\$50
Supervisor and On-the-Job Training	September 13-15 March 7-9	\$105
Training Cost Model Workshop	July 6 August 3	\$50
Training Institute for Recruiters	February 27- March 2	\$120
Workshop in the Job Element Examining Method of Trades and Labor Employees	November 1-3	\$105
Workshop in Training Course Design	October 2-6 April 2-6	\$145



UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF TRAINING
Personnel Management Training Center

*Equal Employment
Opportunity
Training Institute*

FISCAL YEAR 1973

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COURSE	DATES	COST
Advanced Equal Employment Opportunity Counseling	July 10-12 November 6-8 February 12-14 April 9-11	\$105
Conference for Spanish-Surnamed	December 1 May 23	\$50
Equal Employment Opportunity Counseling	August 1-3 September 6-8 October 3-5 December 5-7 January 9-11 February 6-8 March 6-8 April 3-5 May 1-3 June 5-7	\$105
EEO for Federal Women's Program Coordinators	October 25-27 June 25-27	\$105*
Equal Employment Opportunity: Program Planning and Execution	September 13-15 March 28-30	\$105
Investigation of Complaints of Discrimination	August 8-11 October 10-12 January 16-19 June 12-15	\$120
Manager's Role in Equal Employment Opportunity	July 19-21 November 15-17 January 22-24 May 16-18	\$105

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Personnel Management for EEO Specialists	August 23-25 May 30-June 1	\$105
Supervisor's Role in Equal Employment Opportunity	October 16-18 April 23-25	\$105

UPWARD MOBILITY COURSES

COURSE	DATES	COST
Upward Mobility Workshop: Program Planning and Implementation	August 15-17 March 20-22	\$105
Upward Mobility Workshop: Counseling	July 24-25 February 26-27	\$85
Upward Mobility Workshop: Job Design and Restructuring	August 21-24 February 20-23	\$120
Upward Mobility Workshop: Publicizing the Program	January 29-30 April 18-19	\$85
Upward Mobility Workshop: Training	December 12-13 May 8-9	\$85

ERIC Clearinghouse

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on Adult Education